



**Policies and Procedures for Third-Party Fundraisers**

Events held by individuals or organizations to benefit Agape Flights, Inc. (“Agape”) which are not under Agape’s immediate control are known as external events. Agape is a 501(c)(3) non profit organization, and to guarantee that charitable IRS laws are complied with, prior approval must be obtained from Agape whenever Agape is publicized as a designated beneficiary for an external, fundraising event. Agape’s responsibility for these events is limited to serving as a liaison, providing information and offering advice to event organizers.

Agape assumes no responsibility for the unauthorized use of its name, nor for the actions of the event organizers who solicit funds on behalf of Agape without prior consent.

## *Agape Flights Third-Party Fundraiser Application*

### **1. The Application**

All proposed fundraisers must submit the attached application to the Director of Development, *forty-five days prior to the proposed event*. We review all complete applications on an individual basis and will provide written notification to you within five to seven (5-7) business days of the receipt of the complete application.

### **2. Sponsorships and Solicitation**

All event sponsors should complement the mission and image of Agape Flights. We discourage sponsorship by tobacco, firearm, alcohol or other companies with products that conflict with our Christian missionary principles.

Agape Flights will not solicit participation or donations from our current donor listing for any third-party events beyond possibly notifying them of the event details, such as time and place. We have several avenues available for this including our website, FaceBook and e-mail listings. We will determine the most appropriate method and may assist you in publicizing the event. We have made a commitment to our staff, donors and volunteers that we will not sell or provide others with our mailing lists.

### **3. Publicity**

You may not use Agape's logo or name in connection with fundraising and/or the event until you have received written approval from Agape Flights of your Third-Party Fundraiser Application. You may not at any time imply that the event is sponsored by Agape Flights, but must ensure that Agape Flights is only identified as the beneficiary of the event. For example, the event should be called "Walk-a-Thon to benefit Agape Flight's" not "Agape Flight's Walk-A-Thon."

Once your Application has been approved, Agape Flights is more than happy to provide you with our logo, flyers, brochures and any other promotional materials you might require. We can also supply informational materials that promote or explain Agape Flights' goals and accomplishments. Please let us know your needs in this area as soon as possible so we can try to have sufficient quantities for your event.

### **4. Financial and Legal Information**

Contribution checks should be made payable to "Agape Flights, Inc." Agape will acknowledge event donors individually with a thank-you letter including pertinent tax information. When funds are made payable to event organizers, who then forward that donation to Agape, the organizers will receive acknowledgement from Agape for the entire amount of the donation. Only donations made directly to Agape are tax-deductible. It is illegal for the hosting event organization to state in any promotional materials that donations made to the hosting organization are tax-deductible utilizing Agape's 501(c)(3) status. We

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request that proceeds be provided to Agape Flights no later than 14 days following the event. Please send a check made payable to “Agape Flights, Inc.”, Attn: Director of Development, 100 Airport Avenue, Venice, Florida 34285.

You are responsible for obtaining all permits and licenses. You agree that you will comply with all federal/state/local laws and ordinances including, but not limited to, charitable solicitations statutes and gift reporting.

You must obtain your own liability insurance for the event. Agape Flights will not insure your event and requires you to obtain all insurance including premises liability and worker's compensation. Agape Flights does not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for damages, expenses or other costs arising or in any manner related to your event. Agape Flights is not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.

**Thank you!**

Thank you for considering Agape Flights as a beneficiary of your fundraising activities. We appreciate your efforts to support our mission.

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**1. Event Organizer Information:**

Name of Organization: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**2. Event Information**

Name of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Start and End Times: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_  
Is the event:  Open to the public (Ticket price: \$\_\_\_\_\_)   
 By Invitation

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the event have sponsors? \_\_\_\_\_ Please attach a listing of sponsors.

**3. Financial Information**

List any other charitable organizations that will benefit from this event: \_\_\_\_\_

If there are other beneficiaries of this event, please note how the funds will be allocated among the various entities: \_\_\_\_\_  
\_\_\_\_\_

Estimated amount of funding to be provided to Agape Flights: \$\_\_\_\_\_

Describe how funds will be raised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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How will Agape Flights receive proceeds from the event (mail, in person, etc.)? \_\_\_\_\_

**4. Promotion**

How do you plan on promoting the event (press releases, flyers, PSAs, website)? \_\_\_\_\_

\_\_\_\_\_

Will you need promotional materials from Agape Flights for use in promoting the event?  
Please describe \_\_\_\_\_

\_\_\_\_\_

Will you need promotional materials or a display AT the event from Agape Flights?

- Display Board
- Brochures (# \_\_\_\_\_)
- Most recent newsletter (# \_\_\_\_\_)
- DVD about Agape/Haiti footage
- Additional set up (e.g. tables, chairs, laptop, etc.). Be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Additional Information**

What is your expectation/need for Agape Flights staff or volunteers either leading up to or actually at the event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any other comments or information that you feel we should know in reviewing this application? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I specifically agree to all the terms and conditions contained in the “Policies and Procedures for Third-Party Fundraisers” attached to and made a part of this application. I understand that my event is not considered an approved event until written approval of my application is received from Agape Flights. No amendment, modification or waiver of any of the terms and conditions contained in this document and the “Policies and Procedures for Third-Party Fundraisers” shall be valid unless in writing.

At no time will Agape Flights, or any representative of Agape Flights, be responsible for the cost, planning, or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless Agape Flights and its agents, employees and representatives from any and every claim, demand, suit and payment related to or caused by my event.

Event Organizer's Printed Name: \_\_\_\_\_

Event Organizers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Completed Application to:  
[DevelopmentDirector@AgapeFlights.com](mailto:DevelopmentDirector@AgapeFlights.com)

Agape Flights, Inc.  
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Venice, Florida 34285  
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